

3 JUNE 1985

**CIVIL AIR PATROL  
SENIOR MEMBER TRAINING PROGRAM  
SPECIALTY TRACK STUDY GUIDE**

**Standardization/Evaluation Officer**

**FORWARD**

This study guide is designed to assist those individuals who have selected operations as their field to progress from an entry level of technician to the highest level rating of master standardization/evaluation officer. This specialty track is divided into three skill rating: (1) technician, (2) senior, and (3) master.

a. Technician: Technician is the entry level and is designed to familiarize the individual with the basic CAP flight training and standardization/evaluation program and to prepare him for training at any unit level.

b. Senior: A senior standardization/evaluation officer should have a thorough knowledge and understanding of all areas of flight training and standardization/evaluation within the Civil Air Patrol flying program. He must be able to direct the flight training and standardization/evaluation program at any unit level.

c. Master: A master standardization/evaluation officer has extensive knowledge of all phases of flight training and standardization/evaluation. He must be qualified to become wing or region chief check pilot and function as chief check pilot at any unit level. This is the final standardization/evaluation step designed to help an individual prepare for duties as an operations officer at any level of command.

Achievement of the above skill ratings is one of the eligibility criteria for promotion to the CAP officer grades commensurate with individual qualifications and experience. Complete details are outlined in CAPR 35-5, CAP Officer Appointments and Promotions.

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Supersedes CAPP 212, 8 May 1974

OPR: TNN

Distribution: 2 each Region and Wing, 1 Sector, Group, Squadron, and Flight

## STANDARDIZATION/EVALUATION OFFICER

### Technician Rating

**1. Position Description.** Perform duties as a CAP instructor pilot, responsible for flight and ground instruction in a particular aircraft.

**2. Objectives.** (Reference source CAPR 60-1.) To develop a basic understanding of the flight training and standardization/evaluation policies and procedures for CAP. These include the initial qualifications, currency, and evaluation requirements for CAP instructor pilots, check pilots, and chief check pilots; the flight management policies of the individual unit as they relate to CAP policy in CAPR 60-1; and the safety program. To prepare an individual to perform duties of a CAP instructor pilot in a unit. To prepare an individual for entry into the senior level of training.

**3. Functions and Responsibilities.** (Reference source CAPR 60-1.) Successful completion of the technician level training requires that the individual be upgraded to the level of CAP instructor pilot designated for a particular aircraft. He/she must be proficient in the instruction of pilots both on the ground and in the aircraft.

a. Requirements:

(1) Must meet the requirements of a qualified CAP pilot as outline in CAPR 60-1.

(2) Must be a current and active FAA Certified Flight Instructor (written waiver must be granted by the region commander if a CFI is not available).

(3) Must be an experienced pilot in a particular CAP aircraft.

(4) Be familiar with Federal Aviation Regulations, Parts 61 and 91.

(5) Be familiar with wing flight management policies.

(6) Be familiar with CAP directives in the 50, 55, 60, and 62 series.

(7) Be thoroughly familiar and have a working knowledge of CAPR 60-1.

b. Performance:

(1) Complete Level I, Senior Member Training Program.

(2) Display ability to perform assigned duties with minimum supervision.

(3) Complete a six-month internship.

c. Responsibilities:

(1) Assist the wing and region check pilots and chief check pilots in the development and overseeing of the training of the unit pilots.

(2) Assist in the development and recommendation of unit flying procedures.

(3) Assist in the publishing and/or circulation of information concerning latest flying techniques and procedures.

(4) Conduct ground and flight training in a specific aircraft.

(5) Assist in the implementation of the accident prevention programs.

(6) Assist in the establishment of continuing training programs to include, but not limited to, specific flight manual changes, review of Federal Aviation Regulations, safety, local operating procedures, aircraft systems and emergency procedures, survival, etc.

d. Training. Applicable Schools/Courses. FAA CFI/CFII refresher/updater courses, flying clinics, ground instructor courses, etc.

e. Additional Study Suggestions. Complete review of FARs Parts 41, 61, and 91; National Transportation Board Part 830 (rules pertaining to aircraft accidents, incidents, overdue aircraft, and safety investigations); CAPMs 50-15 and 20-1; CAPRs 55-10, 76-1; and CAP Forms 5, 6, 78, 99, 101, and 107; all data available through your FSDO on instructing and evaluating.

**STANDARDIZATION/EVALUATION OFFICER****Senior Rating**

**1. Position Description.** The senior standardization/evaluation officer is a CAP check pilot. He is the unit pilot designated with written orders to administer check flights, written examinations, and maintain pilot training folders.

**2. Objectives.** (Reference source CAPR 60-1.) To train an individual who is qualified as an instructor pilot to be upgraded to the level of CAP check pilot and to be able to direct the training and standardization/evaluation program at any unit level of assignment. To prepare the individual entry into the master level of training.

**3. Functions and Responsibilities.** (Reference source CAPR 60-1.) Completion of the senior level training requires that the individual be upgraded to CAP check pilot. He must be a thoroughly qualified CAP instructor pilot and must be able to administer flight evaluations.

a. Requirements:

(1) Must meet the requirements of a fully qualified CAP instructor pilot as described in CAPR 60-1.

(2) Must be experienced in both ground and flight instruction.

(3) Be a current and active FAA Certification Flight Instructor (written waiver must be granted by the region commander if a CFI is not available.)

(4) Must be thoroughly familiar with FAA Regulations Parts 61 and 91.

(5) Must be thoroughly familiar with CAP directives in 50, 55, 60, and 62 series.

(6) Must be extensively knowledgeable concerning CAPM 60-1 and wing/unit supplements to CAPR 60-1.

(7) Must understand CAPR 55-1.

b. Performance:

(1) Complete Level II, Senior Member Training Program.

(2) Display ability to perform assigned duties without supervision.

(3) Attain one year experience.

c. Responsibilities:

(1) Assist the wing and region chief check pilots in the development and overseeing of the training and evaluation of unit pilots.

(2) Administer check flights.

(3) Administer written examinations and maintain pilot training folders.

(4) Direct the development and recommendations of unit flying procedures.

(5) Conduct ground and flight training.

(6) Monitor the implementation of the accident prevention program.

(7) Assure that all instructors and pilots of the unit are standardized with relation to CAP procedures.

(8) Assure that all applicable and required flight records are being maintained.

(9) Monitor the evaluation program to help identify trends that develop and work with the safety officer to help preclude and eliminate problem areas.

(10) Help develop better quality control through evaluation and training.

d. Training. Applicable Schools/Courses. FAA CFI/CFII refresher/updater course, flying clinics, ground instructor courses, National Staff College, etc.

e. Additional Study Suggestions. Complete review of FARs 41, 61, and 91; National Transportation Board Part 830 (rules pertaining to aircraft accidents, incidents, overdue aircraft, and safety investigations); CAPMs 50-15, 20-1, 60-1; CAPRs 55-10, 76-1; and CAP Forms 56, 78, 79, 99, 101, and 107; all data available through your FSDO on instructing and evaluating.

## STANDARDIZATION/EVALUATION

### Master Rating

**1. Position Description.** The master standardization/evaluation officer is a CAP chief check pilot. He is the wing pilot designated with written orders to administer check flights, written examinations, and develop wing training and evaluation procedures.

**2. Objectives.** (Reference source CAPR 60-1.) To develop an individual who is able to oversee the overall pilot training and pilot evaluation within his unit of command, develop and recommend flying procedures; publish and/or circulate information concerning latest flying techniques and procedures, administer flight evaluations, and advise and assist the unit commander in flying activity matters.

**3. Functions and Responsibilities.** (Reference source CAPR 60-1) Completion of the master level training requires that the individual be upgraded to CAP chief check pilot. He must be a thoroughly qualified CAP check pilot and must be able to develop and oversee the entire wing training and evaluation program.

#### a. Requirements:

(1) Must meet the requirements of a fully qualified CAP check pilot as described in CAPR 60-1.

(2) Must be experienced in both ground and flight instruction and evaluation.

(3) Must be a current and active FAA Certified Flight Instructor.

(4) Must complete an FAA Standardization Flight Check IAW CAPR 55-1.

(5) Must have extensive knowledge of FAA Regulations Parts 61 and 91.

(6) Must have extensive knowledge of CAP directives in the 50, 55, 60, and 62 series.

(7) Must develop or have developed a syllabus for training pilots in a new aircraft.

(8) Must participate as an instructor in training a new pilot.

(9) Must participate as a ground instructor in flying clinic or pilot refresher course.

#### b. Performance:

(1) Complete Level III, Senior Member Training Program.

(2) Display ability to perform assigned duties under all conditions.

(3) Attain two years experience (cumulative).

#### c. Responsibilities:

(1) Oversee the development of wing policies and directives concerning flight training and evaluations.

(2) Administer written examination and supervise the maintenance of pilot training folders.

(3) Assure that all CAP instructors and CAP check pilots are standardized in accordance with wing policies.

(4) Assure that all applicable and required flight records are being maintained.

(5) Assure that the accident prevention program is vigorously implemented.

(6) Maintain up-to-date information on training and evaluation techniques and procedures.

(7) Maintain a trend analysis program to identify recurring problem areas and develop methods to solve the problem.

(8) Work closely with the maintenance officer to assure that aircraft are properly maintained.

(9) Assist the wing commander in any other manner deemed necessary.

**d. Training.** Applicable Schools/Courses. FAA CFI/CFU refresher/updater courses, flying clinics, ground instructor courses, National Staff College, etc.

**e. Additional Study Suggestions.** Complete review of FARs 41, 61, and 91; National Transportation Board Part 830 (rules pertaining to aircraft accidents, incidents, overdue aircraft, any safety investigations); and CAPMs 50-15, 20-1, 60-1; CAPRs 50-11, 55-10, 76-1; available through your GADO on instruction and evaluation.